

# Health and Safety

## 3.6 Recording and reporting of accidents and incidents

(Including procedure for reporting to HSE, RIDDOR)

### Policy Statement for St Joseph's Nympsfield Out of School Club

St Joseph's Nympsfield Out of School Club (OOSC) follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.

### Accident or Incident?

While these terms are often used interchangeably, they do not mean the same thing. An incident refers to a new miss or a dangerous occurrence. Whereas, an accident is a situation in which an injury occurs.

### Informing relevant authorities

**Health and Safety Executive (HSE)**

**Office for Standards in Education, Children's Services and Skills (Ofsted)**

#### *HSE*

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the HSE using the format for the RIDDOR and via the [HSE website](#). In addition, accidents, especially in cases of death, can be reported to the HSE Incident Contact Centre on 0845 300 9923<sup>1</sup>

Failure to inform the HSE of a RIDDOR incident is a criminal offence, and the responsible person may face prosecution.

Employees do not have a legal requirement to report incidents, but if they witness or experience something they had a duty to report it to their line manager.

#### *Ofsted*

Any serious accidents, illness or injury to<sup>2</sup>, or death of a child or adult, is reported to the Ofsted. This is done within 14 days of the incident and via Ofsted's [website](#). The setting's Ofsted URN, setting's address and details of the incident and those involved should be noted prior to reporting. Any delay could be considered a criminal offence.

### Procedures

Our accident book:

- is kept safely and accessibly;
- is accessible to all staff and volunteers, who know how to complete it; and
- is reviewed at least termly to identify any potential or actual hazards.

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<sup>1</sup> Open Mondays to Fridays 0830 hours to 1700 hours)

<sup>2</sup> ie. requiring treatment by a general practitioner or hospital doctor

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the RIDDOR.

### *Dealing with incidents*

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the HSE:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book. See below.

### *Our incident book*

- We have ready access to telephone numbers for emergency services, including local police. Where we rent premises we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We keep an incident book for recording incidents including those that are reportable to the [HSE](#) as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - an intruder gaining unauthorised access to the premises;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or nearby;
  - any racist incident involving staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety and Emergency Evacuation document will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

### **Retention period and storage of reports**

The minimum requirement is 3 years from the date the record was made. This does not impact on the amount of time information must be stored in accordance with the EYFS, with the framework taking precedence. All information is stored according to the General Data Protection Regulations (GDPR) 2018 and the Data Protection Act 2018.

**Legal framework**

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013)

**Further guidance**

- RIDDOR Guidance and Reporting Form ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor))
- Ofsted guidance 'Report a serious childcare incident' ([www.gov.uk](http://www.gov.uk))

**Associated Policies and Procedures**

- 3.4 Fire Safety and Emergency Evacuation
- 3.9 Emergency/Temporary closure

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
1.0	NP and HS	Updating policies	23.01.2023
2.0	HKC	Reviewed, formatted and updated. Including: <ul style="list-style-type: none"> <li>• "Associated Policies and Procedures" section.</li> <li>• Retention periods for reports in line with GDPR and DPA 2018</li> <li>• Clarification between accident or incident</li> </ul>	29.11.2023 Committee Member (C Crew)